



- EEO Plan IntroductionNon-Discrimination Policy
- EEO4 Report
- Hiring Summary
- Workforce Analysis
- Barrier Analysis
- Strategic Plan

Overview

EEO – Compliance with relevant laws and regulations

Vocabulary

- Committed to a work Environment in which all individuals are treated with respect and dignity
- Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including harassment

**Non-Discrimination Policy** 

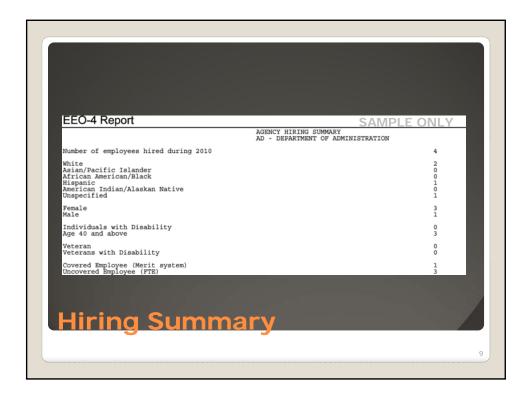
5

- Retaliation is prohibited
- Definitions of harassment
- Individuals and Conduct Covered
- Reporting an incident of Harassment,
   Discrimination or Retaliation
- Complaint Procedures
- Conclusion

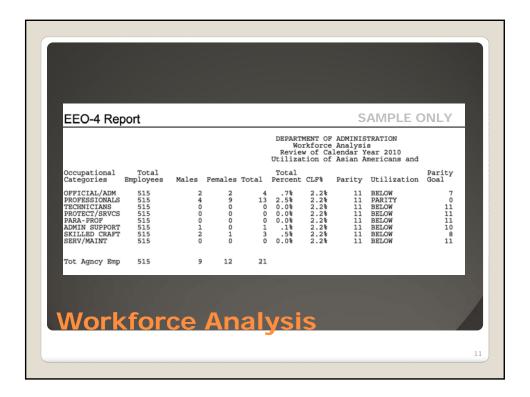
**Non-Discrimination Policy** 

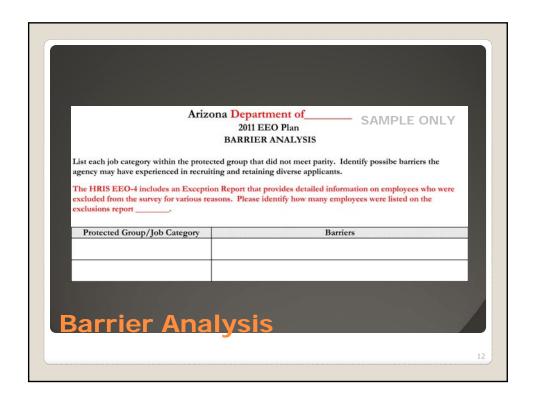
- Role of the EEO Administrator
  - Serves as the initial point of contact for the Governor's Office of Equal Opportunity
  - Ensure Agency Compliance
  - Resolve any employment discrimination complaints
  - Attend courses regarding EEO issues
  - Receive and distribute training notices provided by the GOEO
  - Attend courses to become a trained mediator
  - Produce and submit the annual EEO plan
  - Respond to inquiries regarding workforce development

## **Non-Discrimination Policy**









- What types of employment discrimination complaints were processed by the agency?
- How many of each type?

**EEO Complaints Report** 



## **Identify SMART goals**

- Specific
- Measurable
- Attainable
- Results Oriented
- Time Bound

"All managers and supervisors will complete the 2hour ADA update training in FY2011 and will receive information about the recent changes to ADA laws as it impacts their role as supervisors."

## Strategic Plan

15

HRIS distribution scheduled for: Monday, January 24<sup>th</sup>, 2011

Deadline for Submittal: Monday, February 21st, 2011

**Key Dates** 

- Review Non-Discrimination Policy
- Consider recruitment and retention barriers
- Identify SMART goals for the agency
- Begin to collect historical information on EEO complaints processed

**Preparation** 

	Non-Discrimination Policy
	Contact information for the designated agency Equal Employment
	Opportunity Administrator.
	<ul> <li>Location where this policy is accessible to employees (website address and physical locations)</li> </ul>
	Hiring Summary
	Workforce Analysis Chart
	Barrier Analysis
	Number of employees excluded as per the EEO4 Exceptions Report
	Strategic Action Plan
	<ul> <li>Collaborate with agency recruiters to develop an optimal strategic plan to attract and retain diverse applicants.</li> </ul>
	<ul> <li>Include full contact information for internal staff members responsible for</li> </ul>
	recruitment efforts within the agency.
	A semi-annual follow up is planned to evaluate the results produced.
	EEO Complaint Report
	Type and number of EEO Complaints processed
<b>~</b> • • •	ecklist

Jennifer Bowling

HRIS Customer Service Manager

Phone: 602.542.7464

Email: <a href="mailto:Jennifer.Bowling@azdoa.gov">Jennifer.Bowling@azdoa.gov</a>

Governor's Office of Equal Opportunity

Phone: 602.542.3711

Email: <a href="mailto:EqualOpportunity@az.gov">EqualOpportunity@az.gov</a>

**Contact Information**